

CALIFORNIA CHILD SUPPORT AUTOMATION SYSTEM (CCSAS) PROJECT

POSITION DUTY STATEMENT

YOU DO THE JOBS NEEDED TO MAKE THE CCSAS WORK

CLASSIFICATION TITLE		DIVISION/SECTION
Local Child Support Agency (LCSA) CCSAS Training Development Project Consultant		Child Support Services Division / Policy Branch
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE

As a valued member of the CCSAS Project team, you will have an opportunity to participate in project activities by: being creative and productive; working cooperatively with project members and others; and treating others fairly, honestly, and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Department of Child Support Services (DCSS), the LCSA CCSAS Training Development Project Consultant performs a variety of activities requiring independent, responsible and complex analytical work. The LCSA CCSAS Training Development Project Consultant provides the business perspective associated with the CCSAS Project, case management, financial management, and administrative management. This would be accomplished in areas pertaining to defining and clarifying business rules, administrative, policy, and statutory business procedures. The Consultant participates in training design, training development, and training delivery. Assignments include participation in various project training teams; interaction with project vendor partners; reviewing deliverables; identifying issues; and providing business expertise to the CCSAS Project Management Team, vendor partners, and project staff.

TYPICAL DUTIES:

Time Descriptions

Essential Functions

65% Perform research and analysis and develop, write, and maintain materials required for the effective and professional administration of the CCSAS efforts of the Statewide Training Section; work with the CCSAS Training Team in the development of training curriculum and guidelines to support the CCSAS training efforts: CCSAS Version 1 Statewide Services and Version 2 Child Support Enforcement Program Curriculum; develop written documents, guides, and presentations related to CCSAS and child support program training for local child support professionals and state program staff; develop curriculum to support the release of new business

practices, policies, procedures, regulations and programs developed and associated with the transition to CCSAS; and participate with the CCSAS interdepartmental training team in the development of Training for Trainers events and CSDA training conferences and events.

- 35% Review orientation materials; review functional mapping activities including “as is – to be” which documents current business practices and future business processes; support the integration of the CCSAS Business Model with the V2 training curriculum and materials; recommend and review training curriculum and materials; review and recommend outreach materials; and review and provide comments on project vendor partners’ deliverables.